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ABSTRACT

This document contains the Girls' and Women's Education Project work plan and quarterly reports for 2001. The work plan outlines the objectives of the Girls' and Women's Education (GWE) Initiative contract; lists and describes the five activities (and sub-activities) planned for year 2001; and provides a schedule of activities for the year (a timeline presents the schedule in detail). The planned activities include: (1) establish effective communications among the Office of Women in Development, GWE partners, and GWE constituencies; (2) assess progress-to-date of GWE initiative and determine future directions; (3) review and analyze partner research on girls' education and women's literacy; (4) develop a responsive system for constituent requests regarding girls' education, in general, and the GWE initiative, in particular; and (5) provide technical assistance to missions. The quarterly reports contain the following: (1) project background; (2) expected results; (3) project core activities (activity narrative and task report, project management, and implementation constraints); (4) statement of work; and (5) financial report. (AA)

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Girls' and Women's Education Project
Work Plan 2001
January 1, 2001 through December 31, 2001

Prepared for:

G/WID
United States Agency for International Development
Washington, D.C.

Prepared by:

DevTech Systems, Inc.
Contract # LAG-00-97-00017-00

I. INTRODUCTION

The restructuring within the Global Bureau of USAID placed the implementation of the Girls' and Women' Education (GWE) Initiative in the Office of Women in Development. One result of this restructuring was the requirement for technical and administrative assistance from a contractor to support G/WID's attainment of the goals and objectives of this initiative. Implementation of the Girls' and Women's Education Initiative is conducted in both emphasis and cooperating countries by contractors under separate procurements. The purpose of this contract is to provide timely assistance to G/WID to ensure that the goals of the GWE Initiative are attained.

A five-year contract to carry out this assistance was awarded to DevTech Systems, Inc. on September 30, 1997. This contract calls for the execution of core activities without buy-in or subcontractor activities. The objectives of the contract are to support G/WID by:

1) Monitoring the Girls' and Women's Education Initiative;
2) Developing effective communications among all stakeholders in the Girls' and Women's Education Initiative;
3) Planning and coordinating a range of GWE focused meetings and events;
4) Providing technical and administrative assistance to Missions;
5) Developing, or assisting in, writing reports, studies, and concept papers, and developing innovative ideas;
6) Coordinating monitoring and evaluation activities for GWE; and
7) Developing and maintaining reference materials on the GWE Initiative.

II. ACTIVITIES PLANNED FOR YEAR 2001

In order to meet the above stated objectives in the year 2001, DevTech has four principal objectives: establish effective communications among G/WID, GWE partners and GWE constituencies; assess progress-to-date of the GWE Initiative and determine new directions; review and analyze partner research on girls' education and women's literacy; and develop a responsive system for constituent requests regarding girls' education, in general, and the GWE Initiative, in particular. Each of these objectives has been divided into support tasks that are elaborated below.

1. Establish effective communications among G/WID, GWE partners and GWE constituencies

1.1 Review and respond to contractor reports/ participate in monthly meetings with GWE partners

In order to maintain communications between G/WID and each of the GWE partners, monthly meetings will be scheduled with project directors for each of the GWE contracts. Each of these meetings will serve as a forum to discuss both project achievements and difficulties.

Additionally, contractor progress reports, project plan reports as well as trip reports will be reviewed and the content of these reports will be commented upon.

1.2 Plan and execute project directors' meetings

The goals of the project directors' meetings are to strengthen communications among the GWE partners and provide a forum to discuss project achievements, share innovative ideas, trouble-shoot problems, and clarify principles and objectives of the GWE Initiative. These meetings will be planned and held on a semi-annual basis.

1.3 Assist GWE Projects in contract closeout

In 2001, three GWE contracts will terminate. DevTech will provide technical support throughout the close out period, or 6 months prior to the end date. For example, DevTech will assist with queries, administrative actions and other relevant information to ensure smooth transition in ending the respective contracts.

2. Assess progress-to-date of GWE Initiative and determine future directions

2.1 Prepare R4

Reporting for the G/WID R4 FY03 for each of the GWE partners under the SSO2 : " Broad-based, informed constituencies mobilized to improve girls' education in emphasis countries" will be collected, analyzed and written in an established format by DevTech. GWE contractors will be contacted and requested to provide and/or corroborate pertinent data for the intermediate results on girls' education. DevTech will prepare and submit the R4 to G/WID for approval.

2.2 Plan, facilitate, provide feedback and organize meetings and debriefing of Portfolio Reviews for GWE projects

Portfolio reviews have not yet been instituted in the GWE projects. This year, DevTech will assist and liaise between G/WID and the GWE contractors in the setting up of informational meetings, providing examples and feedback, and ensuring the reviews are handed in on time. DevTech will also arrange for the debriefing of each portfolio. 2001 marks the first year that the reviews will be handed in biannually.

2.3 Conceptualize, plan and facilitate a regional conference with GWE partners to discuss lessons learned and future directions

Calendar year 2001 marks the fifth year of the GWE Initiative's five-year program. Because three of the emphasis countries will end in September 2001, a lessons learned regional conference will be held in before the closing date. We are presently in the process of deciding where the venue will take place. DevTech will bring together contractors and sub-contractors of the Initiative for a retrospective on program activity. The purpose of the conference is to enable the outgoing country directors, their respective staffs, community workers, teachers, girls and others to report on the challenges and successes to date, to discuss and share effective methods

that have supported and created their respective programs, to revisit program goals and objectives and their underlying assumptions, and, to generate next steps and future directions in the promotion of girls' education.

While the conference is being financed under AIR, DevTech's contribution in preparing and facilitating the conference will be considerable. Specifically, planning for the conference will include traveling to the sites, participating in planning meetings, contacting Missions and GWE constituencies and developing a profile of participants and a system for compiling information for a final report as well as dissemination of the report. Additionally time will be spent reviewing and planning the conference program as well as papers and presentations that will be given at the conference, facilitating sessions and participating in the conference debriefing.

3. Review and analyze partner research on girls' education and women's literacy

Partner research on girls' education and women's literacy will be reviewed and analyzed as it is received. Memoranda will be written to summarize comments on the research and recommend courses of action. While due dates for the studies have been established, it is likely that multiple drafts of each study will be reviewed. The timeline presented in Section III projects dates for review of subsequent drafts.

Various partner studies will be reviewed during the year 2001. These studies are enumerated below.

3.1 Draft memorandum on Enhancing Girls' Education through Child Care Programs (AIR)
3.2 Draft memorandum on Menarche and its Implications for International Policy (World Ed)
3.3 Draft memorandum on World Education's Peru Policy Brief
3.4 Draft memorandum on Case Studies in Multi-Sectoral Strategies, Howard Williams
3.5 Draft memorandum on Girls' Ed, HIV/AIDS and Poverty: Impacts and Alternatives for Development
3.6 Draft memorandum on A Longitudinal Study on the Impact of Integrated Adult Literacy Programs on Indicators of Social and Economic Development in Nepal (World Ed)
3.7 Draft memorandum on A Longitudinal Study on the Impact of Integrated Women's Basic Education Programs on Indicators of Social and Economic Development in Bolivia (World Ed)
3.8 Draft memorandum on A Longitudinal Study on the Impact of Basic Education Programs on Indicators of Social and Economic Development in Honduras (World Ed)
3.9 Draft memorandum on Policy Brief on Longitudinal Study on the Impact of Integrated Adult Literacy Programs on Indicators of Social and Economic Development in Nepal (World Ed)
3.10 Draft Memorandum on Policy Brief on Longitudinal Study on the Impact of Integrated Women's Basic Education Programs on Indicators of Social and Economic Development in Bolivia (World Ed)
3.11 Draft Memorandum on Policy Brief on Longitudinal Study on the Impact of Basic Education Programs on Indicators of Social and Economic Development in Honduras (World Ed)

4. Develop responsive system for constituent requests regarding girls' education, in general, and the GWE Initiative, in particular

4.1 Maintain GWE archives

The GWE archives catalogue will be updated on a monthly basis. New deliverables will be logged into the catalogue system and hard copies of the deliverables will be shelved according to that system. The database documents due dates, extensions, receipt dates, and location of all deliverable, including trip reports within the new organization.

4.3 Collect and organize statistical information on girls' education

Statistical information, papers and useful quotations will be collected from a variety of sources (UNESCO, UNICEF, DHS, the United Nations, the World Bank, IFPRI, etc.). This information will be organized and stored. It will be readily available to respond to constituent requests.

5. Provide Technical Assistance to Missions

5.1 Travel to Missions in support of GWE Initiatives

Because 2001 marks the penultimate year for GWE, field visits to countries where the projects will be ending in September 2001 will be scheduled before the end date. A possible visit to one or more of the GWE/SAGE countries may be scheduled before December 2001.

5.2 Coordinate process for country clearance requests for GWE contractors

III. SCHEDULE OF ACTIVITIES FOR YEAR 2001

The timeline that follows presents a detailed schedule of Year 2000 activities grouped by task as elaborated in Section II of this plan. The timeline shows the month(s) when work on each support action is expected to occur.

TASK	JAN 01	FEB 01	MAR 01	APR 01	MAY 01	JUN 01	JUL 01	AUG 01	SEP 01	OCT 01	NOV 01	DEC 01
1. Establish Effective Communications Among G/WID, GWE Partners, and GWE Constituencies												
1.1 Review and Respond to Contractor Reports/participate in monthly meetings												
1.2 Plan and Execute Project Directors' Meetings												
1.3 Assist GWE Projects in closeout												
2. Assess Progress-to-Date of GWE Initiative and Determine Future Directions												
2.1 Prepare R4												
2.2 Plan, facilitate, provide feedback and organize meetings and debriefing of portfolio reviews												
2.3 Conceptualize, plan and facilitate a regional conference with GWE partners to discuss lessons learned and future directions												

■	Date of activity
	Projected date of activity (review and analyze revised studies)

3. Review and Analyze Partner Research on Girls' Education and Women's Literacy												
	JAN 01	**FEB 01**	**MAR 01**	**APR 01**	**MAY 01**	**JUN 01**	**JUL 01**	**AUG 01**	**SEP 01**	**OCT 01**	**NOV 01**	**DEC 01**
3.1 Draft memorandum on Enhancing Girls' Education through Child Care Programs (AIR)												
3.2 Draft memorandum on Menarche and its Implications for International Policy (World Ed)												
3.3 Draft memorandum on World Education's Peru Policy Brief (World Ed)												
3.4 Draft memorandum on Case Studies in Multi-Sectoral Strategies, Howard Williams												
3.5 Draft memorandum on Girls' Ed, HIV/AIDS and Poverty: Impacts and alternatives for Development (SAGE)												
3.6 Draft memorandum on A Longitudinal Study on the Impact of Integrated Adult Literacy Programs on Indicators of Social and Economic Development in Nepal (World Ed)												

■	Date of activity
	Projected date of activity (review and analyze revised studies)

3.7 Draft memorandum on A Longitudinal Study on the Impact of Integrated Women's Basic Education Programs on Indicators of Social and Economic Development in Bolivia (World Ed)												
3.8 Draft memorandum A Longitudinal Study on the Impact of Basic Education Programs on Indicators of Social and Economic Development in Honduras												
3.9 Draft Memorandum on Policy Brief on Longitudinal Study on the Impact of Integrated Women's Basic Education Programs on Indicators of Social and Economic Development in Bolivia (World Ed)												
3.10 Draft Memorandum on Policy Brief on Longitudinal Study on the Impact of Integrated Women's Basic Education Programs on Indicators of Social and Economic Development in Bolivia (World Ed)												

■	Date of activity
	Projected date of activity (review and analyze revised studies)

3.11 Draft Memorandum on Policy Brief on Longitudinal Study on the Impact of Basic Education Programs on Indicators of Social and Economic Development in Honduras (World Ed)												
TASK	**JAN 01**	**FEB 01**	**MAR 01**	**APR 01**	**MAY 01**	**JUN 01**	**JUL 01**	**AUG 01**	**SEP 01**	**OCT 01**	**NOV 01**	**DEC 01**
4. Develop Responsive System for Constituent Requests Regarding Girls' Education, in General, and the GWE Initiative, in Particular												
4.1 Maintain GWE Archives												
4.2 Collect and Organize Statistical Information on Girls' Education												
5. Provide Technical Assistance to Missions												
5.1 Travel to Missions in support of GWE Initiative												
5.2 Coordinate process for country clearances												

■	Date of activity
	Projected date of activity (review and analyze revised studies)

Girls' and Women's Education Project
Quarterly Report
April 1, 2001 through June 30, 2001

Prepared for:

G/WID
United States Agency for International Development
Washington, D.C.

Prepared by:

DevTech Systems, Inc.
Contract # LAG-C-00-97-00017-00

NARRATIVE

TITLE

Technical and Administrative Services to the Global Bureau's Office of Women in Development to Support the Girls' and Women's Education Activity Objectives. (WID-GWE) LAG- C-00-97-00017

1. Background

A five-year contract to carry out this assistance was awarded to DevTech Systems, Inc. on September 30, 1997. The objectives of the contract are to support the G/WID in: 1) monitoring the Girls' and Women's Education Initiative; 2) developing effective communications among all stakeholders in the Girls' and Women's Education Initiative; and 3) documenting programs and products concerning the Girls' and Women's Education Initiative. This contract calls for the execution of core activities and not buy-in or subcontractor activities.

2. Expected Results

The restructuring within the Global Bureau of USAID placed the implementation of the Girls' and Women' Education (GWE) Initiative in the Office of Women in Development. One result of this restructuring is the requirement for technical and administrative assistance from a contractor to support G/WID's attainment of the goals and objectives of this Initiative. Implementation of the Girls' and Women's Education Initiative is conducted in both emphasis and cooperating countries by contractors under separate procurements. The purpose of this contract is to provide assistance to G/WID to ensure that the goals of the GWE Initiative, as reflected by SSO2 (Broad-based, informed constituents mobilized to improve girls' education in emphasis countries.) and its IRs and indicators, are attained.

3. Project Core Activities

The Project Core Activities for the 4/01 – 6/01 quarter are divided into the following three parts:

A. Activity Narrative and Task Report
The Activity Narrative and the Task Report contain both a discussion and a recounting of all the events covered during the reporting period (including events already detailed in the monthly reports for the same period). The Task Report is divided into eight general contract tasks: 1) monitor GWE Initiative; 2) develop effective communications with GWE constituencies; 3) plan and coordinate a range of GWE focused meetings and events; 4) provide technical and administrative assistance to Missions; 5) develop, or assist in, writing reports, studies, and concept papers, and develop innovative ideas; 6) coordinate development, review, revision, and dissemination as appropriate of GWE focused documents, publications, and deliverables; 7) coordinate monitoring and evaluation activities for GWE; and 8) develop and maintain reference materials on the Girls' and Women's Education Initiative.

B. Project Management - A report on what activities were accomplished to fulfill contractual responsibilities.

C. Implementation Constraints – A report of constraints that prevented the fulfillment of specific contractual responsibilities.

A.1. Quarterly Narrative

There have been many new developments in the third quarter of FY 2001. Because the former GWE CTO, Dr. Susie Clay, was appointed to the LAC Bureau as the Desk Officer for Nicaragua, the CTO position had been left vacant. Katherine Blakeslee, Director of G/WID, announced that the GWE contracts would be assigned to the following individuals until a replacement had been found: Julia Escalona would be acting CTO for Devtech Systems, Inc. and Juarez & Associates; Edward Lijewski would be acting CTO for World Education and Creative Associates; and, Shirley Toth would be acting CTO for Institute for International Research, Development Alternatives, Inc. and the University of Massachusetts. DevTech assisted the contractors

in redefining the lines of communication between them and USAID in the early weeks of the transition. In April, Meghan Donahue joined the policy and planning support staff as the senior policy and planning advisor.

Aside from the normal communication and monitoring activities, from reviewing and processing terms of reference and country clearances, interacting with Missions to share data and request information on girls' education, to constructively participating in contractor meetings and reviewing and commenting upon contractor reports and studies, the DevTech team completed several major tasks. The team re-established the contractor monthly meetings that had been postponed while the former CTO had been on sick leave. The meetings serve as a vehicle for discussing current activities in the field and provide a forum for discussion and queries. In addition, DevTech provided assistance to the contractors in completing their respective Portfolio Reviews. This task was especially challenging, as it was the first time GWE had completed this kind of report and many contractors had to find records of their activities that had begun five years ago. It has been established that submitting the portfolio review will become standard operating procedure and that it will be done every six months.

The team also began working with the Institute for International Research in preparation of a lessons learned conference to be held in Washington DC in August 2001. Muzit Mesfun traveled to Morocco and Meghan Donahue traveled to Peru to observe the GWE achievements first hand and to meet with and interview key participants in the GWE activity. These experiences will enable the DevTech team to better assist in the lessons learned conference as the planning process becomes more defined.

Muzit Mesfun completed her Masters' Degree from the School for International Training in Brattleboro, Vermont in May 2001. Ms. Mesfun has also finished her first year working for DevTech Systems as part of the GWE team in June 2001.

A.2. WID-GWE Provided Technical and Administrative Assistance to G/WID in:

General Contract Tasks	Specific Tasks Completed
1. Monitor GWE Initiative	• Reviewed AED's second bi-weekly report for Jan. 01. • Reviewed AED's annual report for the year 2000. • Reviewed SAGE's Quarterly Report (Dec. 00 to Feb. 01) • Reviewed and commented on Mali 2001 Implementation Plan. • Reviewed World Education's November, December, January monthly progress report for Nepal, Honduras and Bolivia. • Reviewed AIR's bi-weekly report for Dec. 11 – Jan. 5, 01. Reviewed AIR's Peru monthly reports for Nov. & Dec. 00. • Reviewed 2 AIR quarterly reports for Morocco, July – December 2000. • Reviewed AIR's Guatemala monthly reports for Oct., Nov. and Dec. 2000. • Reviewed the final draft of Project Design No. 10, Enhancing Girls' Education through Child Care Programs, which was approved for printing. • Participated in semi-annual Project Directors' Meeting • Wrote a brief history on GWE as told through the R4s.
2. Develop Effective Communications with GWE Constituencies	• Attended "Afghan Education – Strategies for Educating Girls and Hard-to-Reach Populations". • Attended R4 preparation meeting at USAID. • Provided Sharon Phillips with the Dr. T. Paul Shultz's "Why Governments Should Invest More to Educate Girls" as well as his web-site for future reference.

	• Summarized and distributed notes on the meeting on the Performance Review. • Upon the request of G/WID's Deputy Director, sent "Sustainability of Girls' Education Initiatives" to fulfill a private citizen's request. • Provided information to COTR in regard to USAID/Guatemala's request for clarification on radio spots for girls' education. • Forwarded a three-part article in the Washington post on US Foreign Aid to GWE project directors. • Provided information on girls' education in Guatemala to former Director of USAID/G/HCD. • Revised and circulated the GWE Personnel List • Disseminated the new country clearance request form to GWE personnel. • Attended a presentation entitled "The Impact of HIV/AIDS on Girls and Girls' Education", by May Rihani. • Provided statistics on HIV/AIDS and girls to COTR. • Prepared and distributed to the participants in the Project Directors' Meeting, the list of sustainable components of the GWE projects generated at the meeting. • Sent information on USAID GWE projects to Diane Mull for a paper on child labor.
3. Plan and Coordinate a Range of GWE Focused Meetings and Events	• Planned, coordinated and helped facilitate the two-day semi-annual Project Directors' Meeting at the Grand Hyatt Hotel in which all country coordinators were present. • Coordinated, prepared document for and arranged a meeting with GWE contractors and Shirley Toth on the Portfolio Review.
4. Provide Technical and Administrative Assistance to Missions	• Reviewed SOWs for technical assistance to missions • Processed country clearances
5. Develop, or Assist in, Writing Reports, Studies, and Concept Papers, and Develop Innovative Ideas.	• Reviewed and commented on 4th draft of the Peru Research Report, "Menarche and its Implications for International Policy" which was approved for printing. • Reviewed and commented on World Education's Peru Policy Brief. • Provided a descriptive paragraph on the GWE project in Mali for the Director of G/WID at her request. • Provided a more detailed, written description of the GWE project in Mali to Sharon Phillips. • Provided the "actual" 1999 result of the number of analytical tools and studies produced and disseminated to inform policies, strategies, and programs for girls' education" for the Congressional Notification on SO-2. • Participated in the review of a briefing document on girls' education that was to be presented on Capitol Hill by

	Barbara Turner. • Reviewed and revised the section on USAID's Education Sector Support in an OECD document entitled "Working Party on Gender Equality". • Commented on draft paper on countries with USAID Basic Education Programs in response to a request from Congress. • Reviewed and commented on SOW for an "Ethnographic Study of the Effects of Active Learning on Girls' Persistence." • Prepared and submitted GWE success stories to the Deputy Director of G/WID for featuring on the front page of the Congressional Presentation.

6. Coordinate Monitoring and Evaluation Activities for GWE	• Helped coordinate and attended initial meeting to plan and agree upon the process for the Performance Review. • Guided and directed the submission of information from Began the R4 process. • Reviewed, commented upon and sent back R4 data to GWE contractors for more information and clarification. • Prepared and submitted FY 2003 R4 • Submitted GWE success stories that were to be included in the annex section of the FY 2003 R4

7. Develop and Maintain Reference Materials on Girls' and Women's Education Initiative	• Updated table on USAID Missions with Girls' Education in their SOs, IRs and Indicators.

Project Management

General Contract Tasks	Specific Tasks Completed
Contract Maintenance	• Submitted monthly reports. • Attended GWE and G/WID staff meetings • Participated in DevTech Management Meeting • Attended GWE and G/WID staff meetings • Hired, Meghan Donahue, as a Senior Education Policy and Planning Consultant.

Implementation Constraints

While the G/WID team is still incomplete in that the CTO position is vacant, DevTech and GWE contractors continue to work through the acting CTOs. In spite of this, the contractors and G/WID staff are working hard to facilitate all activities that need attention in a smooth and efficient manner.

Performance

Despite the above constraints, the DevTech team made great strides in facilitating G/WID program management of contractors and communication with G/WID-assisted missions. DevTech is also beginning to work more on the technical side of the contract by responding in a more academic fashion to papers, projects and drafts. The DevTech team is making an attempt to remain current in the field of girls' and women's education.

4. Statement of Work

The DevTech team has not determined that a modification of the statement of work is necessary for this quarter. While the team is relatively new, effort has been made to redefine the lines of communication. However, this issue may need to be revisited when a new CTO arrives.

Girls' and Women's Education Project

Quarterly Report

July 1, 2001 to September 30, 2001

Prepared for:

G/WID
United States Agency for International Development
Washington, D.C.

Prepared by:

DevTech Systems, Inc.
Contract # LAG-C-00-97-00017

NARRATIVE

TITLE

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2. Expected Results

The restructuring within the Global Bureau of USAID placed the implementation of the Girls' and Women' Education (GWE) Initiative in the Office of Women in Development. One result of this restructuring is the requirement for technical and administrative assistance from a contractor to support G/WID's attainment of the goals and objectives of this Initiative. Implementation of the Girls' and Women's Education Initiative is conducted in both emphasis and cooperating countries by contractors under separate procurements. The purpose of this contract is to provide assistance to G/WID to ensure that the goals of the GWE Initiative, as reflected by SSO2 (Broad-based, informed constituents mobilized to improve girls' education in emphasis countries.) and its IRs and indicators, are attained.

3. Project Core Activities

The Project Core Activities for the 7/01-9/01 quarter are divided into the following three parts:

A. Activity Narrative and Task Report
The Activity Narrative and the Task Report contain both a discussion and a recounting of all the events covered during the reporting period (including events already detailed in the monthly reports for the same period). The Task Report is divided into eight general contract tasks: 1) monitor GWE Initiative; 2) develop effective communications with GWE constituencies; 3) plan and coordinate a range of GWE focused meetings and events; 4) provide technical and administrative assistance to Missions; 5) develop, or assist in, writing reports, studies, and concept papers, and develop innovative ideas; 6) coordinate development, review, revision, and dissemination as appropriate of GWE focused documents, publications, and deliverables; 7) coordinate monitoring and evaluation activities for GWE; and 8) develop and maintain reference materials on the Girls' and Women's Education Initiative.

B. Project Management - A report on what activities were accomplished to fulfill contractual responsibilities.

C. Implementation Constraints – A report of constraints that prevented the fulfillment of specific contractual responsibilities.

A.1. Quarterly Narrative

Since March 2001, the position of GWE CTO has not been filled. DevTech worked to maintain open communication between the contractors and the respective acting CTOs during this interim period. The facilitation of communication was especially important during the 4th quarter of FY 2001 when many contracts were closing out or were being extended. Furthermore, the team aided G/WID and Development Alternatives, Inc. (DAI) with the addition of three countries. Because the programs have only one year to achieve results, it was necessary to act in a timely manner to fulfill requests for country clearances and to provide feedback to written reports.

Aside from the normal communication and monitoring activities (which are not reflected in the chart below but can be found in the monthly activity reports), from reviewing and processing terms of reference and country clearances, interacting with Missions to share data and request information on girls' education, to constructively participating in monthly, contractor meetings. The meetings serve as a vehicle for discussing current activities in the field and provide a forum for discussion and queries and reviewing and commenting upon contractor reports and studies, the DevTech team completed several major tasks.

The team also worked with the American Institute for Research (formerly IIR now AIR) in preparation of the "Reflection on Girls' Education: Lessons Learned Conference" that was held at the Capital Hilton in Washington DC from August 28-29, 2001. Participants from USAID, the GWE contractors and other interested guests attended. The team assisted the GWE country coordinators as well in their own preparations for their respective country presentations. Meghan Donahue traveled to Guatemala to observe the GWE achievements first hand and to meet with and interview key participants in the GWE activity. The field trips (one in June to Peru by Meghan Donahue and one in June to Morocco by Muzit Mesfun) enabled the DevTech team to better assist in the lessons learned conference as the planning process becomes more refined. Ms. Mesfun moderated a session on girls' education networks and conferences in which the country delegates from Morocco, Peru and Guatemala shared lessons learned from their respective activities. The information derived from the session was submitted to AIR in order to be included in the conference proceedings. Dr. Donahue prepared a panel, led a discussion and distributed the proceedings in paper form on the assumptions of the GWE Model.

Meghan Donahue also participated in a week long course "Essential Training for PHN and Education Technical Advisors" sponsored by the Centre for Development and Population Activities (CEDPA) from July 16-20, 2001. The course provided an orientation on USAID's organization and operations, its programming system, and the implementation skills need by technical officers working in the Agency.

The DevTech team also provided technical assistance and liaised among the contractors, country coordinators and project directors with respective contract closeouts. The team worked closely with AIR and sub-contractors. Management Systems International (MSI) in Morocco as the contract came to end. On the other hand, AIR with the sub-contractors World Learning in Guatemala and CARE/Peru were both extended. Guatemala was extended for one month and Peru for six months. Creative Associates and World Education were also granted no-cost extensions. DevTech participated in the extensions by mediating among the Missions, the contractors and USAID.

The DevTech team also attended the Human Capacity Development conference (HCD) "No one Left Behind" that was held August 20-23, 2001 at the National Institute for Health in Bethesda, Maryland. The purpose of the conference was to stimulate individual and collective thinking and offer opportunities for a rich exchange of ideas and experiences on education and training challenges.

DevTech collaborated with the Gender Reach team to prepare for the semi-annual Project Director's meeting. Because of the September 11, 2001 tragedy, the originally scheduled meeting had to be postponed from September 14 to September 20, 2001. The meeting took place in the Hemisphere Rooms at the International Trade Center in the Ronald Reagan Building. It was the last time that all GWE contractors would be together. Mary Knox, Deputy Director for G/WID gave the opening speech. Participants included USAID staff and contractors. The group was updated on all contract activities.

A.2. WID-GWE Provided Technical and Administrative Assistance to G/WID in:

General Contract Tasks	Specific Tasks Completed (Selected)
1. Monitor GWE Initiative	Worked with IIR associates to prepare for the Lessons Learned Conference through facilitation of working groups and presentations. Attended and actively participated in AED/SAGE's monthly meeting where the five country programs were discussed and highlighted. Based on our comments on the SAGE/El Salvador design, a section was added which linked the planned activities to G/WID's results framework. Identified the need for a workable timetable for World Education's submission of deliverables and USAID's feedback. Therefore, facilitated discussion with World Education's GWE-PRA Director and G/WID's GWE CTO to begin the process of extending the project in order to ensure timely submission and feedback on GWE research. Reviewed Morocco's quarterly report (July-September 2001) that highlights the completion of mid-term evaluation of the girls' scholarship project and a retreat for members of the committee for girls' scholarships.
2. Develop Effective Communications with GWE Constituencies	Provided contractors with information on posting GWE related documents to CDIE's website in order to encourage the practice. Circulated, UNICEF Executive Director, Carol Bellamy's letter to President Bush that heralded the United Nations' commitment to educating girls and requests the support of the United States, in conjunction with members of the G8, in ensuring that girls' education be at the forefront of international development agendas. Facilitated meeting with the USAID/Guatemala's Education Chief and G/WID's GWE CTO that sought to formulate ways of ensuring the continued support of materials developed during the GWE project, once contract ends.

	• Facilitated a meeting with GEMS and AIR where the qualitative and quantitative data gathered through a number of trips to Guatemala, Peru and Morocco were shared and discussed. • Attended the Human Capacity Development Conference on Basic Education and networked with education professionals from all over the world on behalf of girls' education. • Researched, translated and provided the GWE TAACS Advisor with a list of selection criteria for girls' scholarship recipients in Guatemala. • Negotiated important points to include in the agenda of the monthly meeting with AED in order that their respective visions and strategies particularly in the new SAGE countries (El Salvador, Congo and Ghana) are elucidated. • Developed and circulated a copy of "Assumptions of the GWE Model" to GWE constituencies that was derived from a session moderated at the Lessons Learned Conference. • Assisted in the extension of World Education's contract. • Liaised between AIR and USAID during the final days of the contract. • Worked closely with USAID/Guatemala's Education Chief in securing a one-month extension of the contract.
3. Plan and Coordinate a Range of GWE Focused Meetings and Events	• Actively participated in the planning and implementation of the AIR sponsored lessons-learned conference, held on Aug. 27-29, 2001. • Worked with Country Directors from Peru, Guatemala and Morocco in order to help them formulate their respective presentations during the lessons learned conference. • Worked closely with GenderReach and USAID in order to start preliminary preparations for the Project Directors' Meeting held in September 2001. • Developed agenda for and coordinated the semi-annual project directors meeting. • Helped facilitate discussions around the possibility of holding a lessons learned conference in 2002 on the activities of the remaining GWE countries.
4. Provide Technical and Administrative Assistance to Missions	• Reviewed SOWs for technical assistance to missions and processed the following country clearances: Kjell Enge and Pilar Martinez's travel to Guinea and Mali; Francine Agueh and Erinna Adotevi's travel to DRC; Sonya Anderson's travel to Haiti; Laurie Owen and Hortense Dicker's trip to El Salvador; and Meghan Donahue and Marisa Pelczar's travel to Guatemala. • Reviewed SOWs for technical assistance to missions and processed the following country clearances: Stacy Stacks'

	trip to Morocco, Giselle Mitton's trip to Mali and Howard Williams' trip to Ghana. • Provided a list of GWE personnel who were already overseas and who were scheduled to travel in response to a request by the GWE CTO. This was prompted by the necessity to ensure the safety and security of GWE personnel, following the September 11th tragedy.
5. Develop, or Assist in, Writing Reports, Studies, and Concept Papers, and Develop Innovative Ideas.	• Wrote two articles based on the DevTech team's trip to Peru and Morocco for DevTech's SPHERE Newsletter and shared them with respective GWE stakeholders. • Researched and worked on formulating a participatory approach to DevTech's method of moderating and facilitating sessions during the Lessons Learned Conference, which included consulting with a participatory research expert. • Completed and submitted the Peru trip report. • Completed and submitted the Guatemala Trip Report. • Completed and submitted the Morocco Trip Report. • Researched and provided background information for the G/WID Director's opening remarks for the lessons learned conference. • Collated, triangulated and verified sources for all participants on a paper called "Assumptions of the GWE Model" produced from the Lessons Learned Conference August 2001. • Prepared and edited information on GWE emphasis countries for G/WID's presentation to USAID's Deputy Administrator. This entailed verifying the information received from country and project directors and rewriting in an appropriate format. • Researched and prepared background information for G/WID Deputy Director's opening remarks at the Project Directors' Meeting.
6. Coordinate Monitoring and Evaluation Activities for GWE	• Made a field visit to Guatemala in order to access the girls' education project through interviewing and talking with its stakeholders. • Met with USAID Mission in Guatemala and other stakeholders to discuss lessons learned and future direction of girls' education. • Provided the GWE project in Guatemala with assistance in developing a composite list of their responses to R4 queries since the beginning of the project. • Documented and verified information acquired during field trips in order to support DevTech presentations during the conference.

	• Facilitated and moderated sessions during the Lessons Learned Conference. • Worked with AED/SAGE Senior Staff on how to prepare for USAID's R4 reporting requirements as SAGE begins to work in three new countries.

7. Develop and Maintain Reference Materials on Girls' and Women's Education Initiative	• Updated table on USAID Missions with Girls' Education in their SOs, IRs and Indicators.

B. Project Management

General Contract Tasks	Specific Tasks Completed
Contract Maintenance	• Submitted monthly reports. • Attended GWE and G/WID staff meetings. • Participated in DevTech Management Meetings.

C. Implementation Constraints

While the G/WID team is still incomplete in that the CTO position is vacant, DevTech and GWE contractors continue to work through the acting CTOs. In spite of this, the contractors and G/WID staff are working hard to facilitate all activities that need attention in a smooth and efficient manner. In addition, the stunning and tragic events of September 11th required our flexibility in making the necessary changes to normal operating processes and procedure.

Performance

Despite the above constraints, the DevTech team made great strides in facilitating G/WID program management of contractors and communication with G/WID-assisted missions. DevTech is also beginning to work more on the technical side of the contract by responding in a more academic fashion to papers, projects and drafts. The DevTech team is making an attempt to remain current in the field of girls' and women's education.

4. Statement of Work

The DevTech team has not determined that a modification of the statement of work is necessary for this quarter. While the team is relatively new, effort has been made to redefine the lines of communication. However, this issue may need to be revisited when a new CTO arrives.

5. Financial Report

Financial data are not available at this time. A revised report will be submitted as soon as the data become available.

Contract Data:	G/WID-GWE 1025
Quarter Hours	549
Cumulative Hours	11,441
Total Level of Effort	120.00 P/M
Level of Effort for this Quarter	3.66 P/M
Cumulative Level of Effort	76.27 P/M
Unused Level of Effort	43.73 P/M
Total Estimated Cost	$1,513,179
Expenditures this Quarter	$94,711
Cumulative Expenditures	$845,584
Remaining Unexpended Balance	$667,595

P/M or Person Months are based on 225 Productive days in a Year (Exclusive of sick leave, holiday, and vacation)

Section II: Administrative Report

Quarter is defined as 1/1/01 – 3/31/01

Girls' and Women's Education Project

Quarterly Report

October 1, 2001 to December 31, 2001

Prepared for:

G/WID
United States Agency for International Development
Washington, D.C.

Prepared by:

DevTech Systems, Inc.
Contract # LAG-C-00-97-00017

Section II: Administrative Report

NARRATIVE

TITLE

Technical and Administrative Services to the Global Bureau's Office of Women in Development to Support the Girls' and Women's Education Activity Objectives. (WID-GWE) LAG- C-00-97-00017

1. Background

A five-year contract to carry out this assistance was awarded to DevTech Systems, Inc. on September 30, 1997. The objectives of the contract are to support the G/WID in: 1) monitoring the Girls' and Women's Education Initiative; 2) developing effective communications among all stakeholders in the Girls' and Women's Education Initiative; and 3) documenting programs and products concerning the Girls' and Women's Education Initiative. This contract calls for the execution of core activities and not buy-in or subcontractor activities.

2. Expected Results

The restructuring within the Global Bureau of USAID placed the implementation of the Girls' and Women' Education (GWE) Initiative in the Office of Women in Development. One result of this restructuring is the requirement for technical and administrative assistance from a contractor to support G/WID's attainment of the goals and objectives of this Initiative. Implementation of the Girls' and Women's Education Initiative is conducted in both emphasis and cooperating countries by contractors under separate procurements. The purpose of this contract is to provide assistance to G/WID to ensure that the goals of the GWE Initiative, as reflected by SSO2 (Broad-based, informed constituents mobilized to improve girls' education in emphasis countries) and its IRs and indicators, are attained.

3. Project Core Activities

The Project Core Activities for the 10/01-12/01 quarter are divided into the following three parts:

A. Activity Narrative and Task Report
The Activity Narrative and the Task Report contain both a discussion and a recounting of all the events covered during the reporting period (including events already detailed in the monthly reports for the same period). The Task Report is divided into eight general contract tasks: 1) monitor GWE Initiative; 2) develop effective communications with GWE constituencies; 3) plan and coordinate a range of GWE focused meetings and events; 4) provide technical and administrative assistance to Missions; 5) develop, or assist in, writing reports, studies, and concept papers, and develop innovative ideas; 6) coordinate development, review, revision, and dissemination as appropriate of GWE focused documents, publications, and deliverables; 7) coordinate monitoring and evaluation activities for GWE; and 8) develop and maintain reference materials on the Girls' and Women's Education Initiative.

B. Project Management - A report on what activities were accomplished to fulfill contractual responsibilities.

C. Implementation Constraints – A report of constraints that prevented the fulfillment of specific contractual responsibilities.

Section II: Administrative Report

A.1. Quarterly Narrative

Since March 2001, the position of GWE CTO has not been filled. DevTech worked to maintain open communication between the contractors and the respective acting CTOs during this interim period. The facilitation of communication was especially important during the 1st quarter of FY 2002 when three contracts (two under American Institute for Research (AIR): World Learning in Guatemala, Care in Peru; and one under World Education in their research studies) had been extended. The Equity in the Classroom Project, a cooperative agreement under Creative Associates, was also extended and a new country, El Salvador, was added. Development Alternatives, Inc., subcontracted by Academy for Educational Development (AED) added two new countries (Republic of Congo and El Salvador) that were just beginning to move into their activities.

Aside from the normal communication and monitoring activities (which are not reflected in the chart below but can be found in the monthly activity reports), from reviewing and processing terms of reference and country clearances, interacting with Missions to share data and request information on girls' education, to constructively participating in monthly, contractor meetings. The meetings serve as a vehicle for discussing current activities in the field and provide a forum for discussion and queries and reviewing and commenting upon contractor reports and studies, the DevTech team completed several major tasks.

DevTech also became part of the Strategies for Girls' Education (SAGE) conference planning team. SAGE will hold a lessons learned conference in May 2002 in Ghana. While the conference is being financed under Development Alternatives, Inc. as the prime contractor and the Academy for Educational Development (AED) Strategies for Girls' Education (SAGE), DevTech's contribution in preparing and facilitating the conference will be considerable. Specifically, planning for the conference will include traveling to the sites, participating in planning meetings, contacting Missions and GWE constituencies and developing a profile of participants and a system for compiling information for a final report as well as dissemination of the report. Additionally time will be spent reviewing and planning the conference program as well as papers and presentations that will be given at the conference, facilitating sessions and participating in the conference debriefing.

DevTech assisted and liaised between G/WID and the GWE contractors in providing examples and feedback for the Portfolio Reviews. The reviews were instituted in 2001 and are to be handed in every six months. The reviews are particularly important at this time because, as of this writing (January 2002), USAID has not yet created a system for reporting since the old system (the R4 reporting system) was discarded in November 2001. A new reporting mechanism should come out in March 2002. DevTech worked with the contractors to ensure that the reviews were handed in on time.

Care Peru was extended because the team was about to push a law through Congress. Because of the resignation of Fujimoro in October 2000, and the setting up of an interim government until the elections in July 2001, the bill was put on hold. However, on October 31, 2001, at the plenary meeting of the Peruvian Congress, the Bill to promote the Education of Rural Girls and Adolescents was unanimously passed. The 88 congressmen and women present approved the bill and underlined the importance of carrying out this law as well. DevTech circulated this information as well as other relevant current research on global and domestic girls' and women's education issues.

A.2. WID-GWE Provided Technical and Administrative Assistance to G/WID in:

General Contract Tasks	Specific Tasks Completed (Selected)
1. Monitor GWE Initiative	• Reviewed American Institutes for Research's (AIR) monthly report from Peru throughout the quarter, particularly noting the efforts of Florecer to restrategize to push through the legislature on rural girls education since the congressional committees who supported the bill changed with the advent of a new president, Alejandro Toledo. Along with many actions taken during these two months, were the community level actions that included the systemization of the role and procedures of the actions that are to be taken by community educational promoters. The October report incorporated a detailed description of the arduous and effective process by which the rural girls' education bill was unanimously passed in the Peruvian Congress. FLORECER's (National Network for Girls' Education in Peru) strategic lobbying of the media, local and national government authorities, public and private institutions, and leaders in various sectors culminated in the creation of a critical mass in support of the bill which in turn informed Congress's decision to unanimously pass the legislation. The November report focused on the policy reform processes that needed to be implemented in order to effectively enact the recently passed bill that promotes the education of rural girls and adolescents. • Reviewed SAGE/El Salvador's October monthly report and noted that preparations for the first round table were underway where high-level participants from the private, banking and media sectors are to discuss actions in support of girls' education issues relevant to the El Salvadorian context. In addition, an alliance has been established with a children's newspaper that plans to support girls' education through sensitizing children on the importance of encouraging girls to stay in school. A thirteen-minute video on important girls' education issues was completed and utilized during the first SAGE roundtable in which the El Salvadorian First Lady hosted a working breakfast for an upper-level group of comprised members of the media and the business sector as well as the U.S. Ambassador, USAID Mission Director and the Minister of Education. SAGE was able to elaborate on the importance of girls' education for the socio-economic development of the country in a forty-five minute discussion on the most popular early morning television show called Frente A Frente (Face to Face). • Reviewed and provided feedback on Creative Associates' Quarterly Report for July – September 2001. Highlights include: the addition of an eighth country, El Salvador, to Creative's program (Equity in the Classroom – EIC); a section on lesson learned; addressing the issue of sustainability through the integration of EIC into the systemic education reform being conducted in various

	countries; and the effectiveness of utilizing modeling and experiential learning in helping participants of EIC training to better understand the concept of child-centered and learner centered education.

2. Develop Effective Communications with GWE Constituencies	• Facilitated communication between USAID/Guatemala Education Office, World Learning/ Washington and Guatemala and G/WID in regards to the one-month extension of the GWE project and the role USAID/Guatemala should play in this time period. • Circulated an advisory to GWE contractors on visitor procedures to USAID. • Disseminated an advisory to GWE contractors regarding the termination of the usage of R4 format for reporting data. • Drafted a revised country clearance template at the request of a CTO, which more appropriately reflects the changes in security due to the tragedy of September 11, 2001. • Disseminated several articles with topics such as Human Rights Education to GWE constituencies. • Actively participated in the following sessions on topics of girls' and women's education: A PACT sponsored presentation on the Women's Empowerment Program in Nepal; A SID/WID sponsored program on girls' education in the Pakistani refugee camps for Afghani girls, organized by the Afghani Women's Revolutionary Association (RAWA); and A World Learning and the RISE Institute sponsored roundtable discussion on "Education post September 11, 2001". • Circulated a detailed description (written by the Country Director of the Girls' Education Activity in Peru) of the process that culminated in the unanimous passage of the Peruvian Bill to promote the rural girls' education on October 31, 2001. • Disseminated the November 14, 2001, Washington Post article by Judy Mann "No Time to be Shortchanging Foreign Aid" in which she mentions girls' education and women's literacy as catalysts for development. • Disseminated the November 11, 2001, Boston Globe article in which Dr. Shirley Burchfield, a GWE Project Director, was interviewed. • Disseminated the November 15, 2001 Washington Post article by Jennifer Seymour Whitaker, "Don't Betray the Women", in which Afghani women and the need to include them in the new political structure are discussed. • Circulated an article on Women as Partners for Peace in Africa (WOPPA). This organization is an African women's organization that aims to bring together women from war-torn African countries in order to discuss women's role and the importance of their participation in the peace process in their respective countries. • Circulated a critical analysis by Supriya Akerkar on current, cutting edge methodologies linking gender and participation. The focus is on mainstreaming gender

	through participatory methods both at the project and institutional level. • Requested, from Equity In the Classroom (EIC), and circulated a write-up on the adoption of EIC's gender equity module by the Moroccan Ministry of National Education. • Updated and circulated the GWE Personnel Contact List.

3. Plan and Coordinate a Range of GWE Focused Meetings and Events	• Coordinated a meeting between AIR, G/WID CTO and the DevTech team, where the R4 data submitted by AIR was discussed and feedback was provided. • Coordinated a SAGE meeting where the country coordinators from Guinea, Mali and Ghana will provide first hand information on the progress of the girls' education activities in their respective countries. • Actively participated in SAGE's Lessons Learned Conference Meeting (December 10 and 19, 2001) as member of the planning committee. The following agenda items were discussed: 1) Confirmation of purposes, participants, and audiences, and dates. 2) Principal SAGE lessons to be (a) disseminated and (b) put into discussion for analysis and adaptation. 3) Other country and program/project information to be introduced/disseminated at the event. 4) Initial inventory of logistics and finance considerations. 5) Calendar for planning and organization. • Actively participated in SAGE's monthly meeting in which the country coordinators for Ghana and Mali were present as well as the team leader for El Salvador.

4. Provide Technical and Administrative Assistance to Missions	• Reviewed SOWs for technical assistance and processed the following country clearances: Howard Williams, Mona Habib and Andrea Rugh's trip to Ghana, Giselle Mitton and Jumionne Tiako's trip to Guinea and the Democratic Republic of Congo and Hortense Dicker's trip to El Salvador. • Facilitated communication between USAID/Guinea and SAGE consultants in regard to the consultants' need for assistance in country. • Reviewed SOWs for technical assistance and processed the following country clearances: Theresa Miles' trip to Ghana and Boubacar Bocoum's trip from Mali to Guinea. • Processed a travel notice for Creative Associates' Wendy Rimer's trip to El Salvador. • Facilitated communication between DAI and USAID/Guinea in which a proposed travel was postponed to a time when the Mission's Education team would have more time to accommodate the DAI visitors. • Facilitated the receipt of a country clearance for Bocoum Boubacar whose trip was postponed from November to December 2001.

5. Develop, or Assist in, Writing Reports, Studies, and Concept Papers, and Develop Innovative Ideas.	• Reviewed and gave detailed, written feedback on World Education's longitudinal study on Bolivian Women's Integrated Literacy and Basic Education Programs. • Reviewed and gave detailed, written feedback on AIR's proceedings from the August 2001 Lessons Learned Conference. • Updated the GWE timeline, which indicates the starting and ending dates of each GWE country as well as the respective contractors, associated with each emphasis country. The new SAGE countries (Ghana, the Democratic Republic of Congo and El Salvador) were added. • Reviewed and submitted written feedback on the final draft of AIR's proceedings from the August 2001 Lessons Learned Conference. • Collaborated with USAID/Guatemala and USAID/Washington on developing the first draft of a Scope of Work for training Guatemalan public school teachers in the use of a teachers' manual designed to enhance gender equity and student retention.
6. Coordinate Monitoring and Evaluation Activities for GWE	• Carefully reviewed the R4 information submitted by AIR on GWE activities in the three emphasis countries that just ended. Provided feedback, to make the document clearer and more reflective of the required data. • Reviewed, discussed and provided feedback on SAGE/Mali's Progress Review and Achievements Update Report which primarily focused on clarifying the SSO2 indicators included therein. • Coordinated the submission of portfolio reviews by GWE contractors that includes activities from April 1, 2001 to September 30, 2001. • Coordinated submission of, reviewed and gave feedback on GWE contractors' portfolio reviews which contained activities accomplished from April 1 to September 30, 2001. • Reviewed and submitted detailed, written feedback on AIR's Qualitative Report, "Description and Analysis of the USAID Girls' and Women's Education Activity Projects in Guatemala, Morocco and Peru."
7. Develop and Maintain Reference Materials on Girls' and Women's Education Initiative	• On going

B. Project Management

General Contract Tasks	Specific Tasks Completed
Contract Maintenance	• Submitted monthly reports. • Attended GWE and G/WID staff meetings. • Participated in DevTech Management Meetings. • Submitted the DevTech quarterly report for July –September 2001. • Began preparations for moving the GWE/DevTech office at the end of November. • Completed GWE/DevTech office move from Dupont Circle, D.C. to Rosslyn, Virginia. • Submitted DevTech's portfolio review, April 1 to September 30, 2001.

C. Implementation Constraints

While the G/WID team is still incomplete in that the CTO position is vacant, DevTech and GWE contractors continue to work through the acting CTOs. In spite of this, the contractors and G/WID staff are working hard to facilitate all activities that need attention in a smooth and efficient manner. In addition, the stunning and tragic events of September 11th required our flexibility in making the necessary changes to normal operating processes and procedure.

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4. Statement of Work

The DevTech team has not determined that a modification of the statement of work is necessary for this quarter. While the team is relatively new, effort has been made to redefine the lines of communication. However, this issue may need to be revisited when a new CTO arrives.

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